SPAWAR CONTRACTING PROCESS

See Notes 1, 2, & 3

PLANNING PHASE

START
Defining Requirements
Potential for OCI?
Y
Insert OCI Clause in RFP
N
Market Research
Acquisition Planning
AS/AP Guidance
Contract Planning Conference
Other than Full and Open?
N
Y
J&A
IAM
D&F
CPC Topics (e.g. Contract Types)
Procurement Request (PR)
AMAS
Source Selection Plan
SSP Guidance / Templates

SOLICITATION PHASE

Approved?
Y
N
End
Unsolicited Proposal?
Y
Unsolicited Proposal
N
Synopses
SPAWAR Claimancy Clausebook
Develop Solicitation
Clauses
Options?
Y
Use of Options
N
GFE/GFI?
Y
GFE/GFI
N
Issue Solicitation
Amendments?
Y
Solicitation Amendments
N
Protest?
Y
Protests
N
Receipt of Proposal or Bid

EVALUATION PHASE

Source Selection Process
SSP / Briefing for Personnel
Oral Presentations?
Y
Oral Presentations
N
Evaluate Proposals
Discussions?
N
Award without Discussion
Y
Establish Competitive Range
Pre-Award Debriefs
Revisions
Re-Evaluate
Source Selection Reports
Business Clearance Memo
BCM Approved?
Y
N
Revise BCM

AWARD PHASE

Pre-Award Notification
AWARD
CHINFO?
Y
CHINFO Announcement
N
Award Announcement
Post Award Debriefs
Contract Administration Information
Assignment of Contract Administration
Contracting Officer's Representative
Contract / Mod Distribution
COTR Guidance
Individual Contracting Action Report
DD 350
CPAR/IPAR?
Y
CPAR/IPAR
N

POST AWARD PHASE

Protest?
Y
Protests
N
Post Award Conferences
Post Award Contract Actions
Tos & Dos / TDLs / MODs
Mod Request (MRs)
Unauth Committments?
Y
Unauth Committments
N
Stop Work Order?
Y
Stop Work Order
N
Termination?
Y
Terminations
N
Claims & REAs
Annual CPARs
Contract Completion
END

NOTES:

Note 1: This flowchart provides a snapshot of the SPAWAR Contracting Process. This is only a guide in defining when in the process these tas
the exact location in the contracting cycle for each item is somewhat flexible depending on program/contracting action dynamics. A more det
phase can be viewed by clicking on the appropriate phase.

Note 2: The Official Contracting Process is defined in the SCPPM.

Note 3: Please refer to the governing directives for official guidance.

LEGEND

- Program Office (See Note)
- SPAWAR 02 (See Note)
- Supporting Information
- BEGIN / END
- Decision Node

Note: These colors represent the dominant lead for each task.